Network Security Incident Reporting Template

1. Incident Identification

Reported By

Name / Department / Contact

Date & Time

Incident Title/Short Description

E.g., Unauthorized Access Detected

Location / System(s) Involved

2. Incident Details

Incident Description

Describe the incident in detail

How was the incident detected?

Impact Analysis

Users affected, data at risk, etc.

3. Actions Taken

Immediate actions taken

Containment, mitigation, notifications

Other steps in progress/planned

4. Additional Information

Related logs / evidence (reference or attach separately)

File names, log IDs, etc.

Other Notes